

## New

Ministry

Jobs, Economy, Trade and Immigration

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Trade Officer - North Asia

Requested Class

Program Services 4

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Ministry of Jobs, Economy, Trade and Immigration leads the efforts to grow Alberta's economy by delivering strategic programs and services to support Alberta's entrepreneurs and job creators, attract investment, grow trade, strengthen Alberta's tourism industry and ensure Alberta has an innovative and competitive business environment. The Trade division focuses on designing and implementing Alberta's international strategy as well as supporting the international offices.

The Trade and Export Expansion Branch provides guidance and support to Alberta businesses in various priority sectors to achieve export readiness and success. The Branch focuses on building and maintaining international partnerships that enhance collaboration, trade and investment, and identifying strategic growth opportunities for Alberta industries in global markets, specifically the Americas, Europe, Middle East & Africa, North Asia and the Indo-Pacific.

Reporting to the Director, North Asia, the Senior Trade Officer is responsible for assisting Alberta-based organizations, institutions, and associations gain market access for goods, services, and technologies

within North Asia region. This position is also responsible for identifying and connecting with key stakeholders in Asian markets to facilitate this process.

**Responsibilities**

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

**Stakeholder Engagement:**

- Work collaboratively with Alberta-based companies to encourage participation in outgoing missions to profile Alberta's strengths and promote trade in respective geographical region.
- Maintain relationships (including strategic alliances and joint ventures) with export ready companies and other government officials to promote Alberta's products, services, and technologies in priority sectors and position Alberta's capabilities and strengths internationally. Travel to respective regions as required.
- Connect Alberta-based companies with international business opportunities in North Asia.
- Work collaboratively with export ready companies to support trade missions by providing education, pre-mission briefings and seminars.

**Policy / Program Support:**

- Contribute to the development and execution of various trade promotion strategies (e.g. trade missions, shows, conferences, etc.) to promote international export opportunities in Alberta and globally.
- Support stakeholders with market expansion plans and respond to inquiries regarding export and integrated trade opportunities.
- Develop and maintain a strategic information network and database to collect updated market intelligence and assist Alberta-based companies advance their international growth.
- Support the planning and logistics of incoming and outgoing missions and visits by senior government officials in the department.
- Develop itineraries and coordinate logistics (e.g., scheduling appointments, transportation, accommodation) for targeted incoming and outgoing delegations and missions.
- Act as a Sector Lead for one or more priority sectors within the Trade and Export Expansion Branch.
- Lead market research and intelligence and develop a monthly newsletter on a priority sector for Alberta-based companies and other government stakeholders.
- Support all regular and ad hoc report development (e.g., mission reporting and claims).
- Provide market intelligence to contribute to policy and program development in relation to international trade-related activities.
- Support provincial, federal, and municipal investment attraction efforts.

**Information Requests / Action Requests / Briefings:**

- Lead and draft various action requests, correspondences, and briefings on assigned initiatives and trade activities for senior management.
- Respond to ad hoc inquiries and information requests related to respective geographic region as required.

**Problem Solving**

Typical problems solved:

This position is required to be both a sector and regional expert.  
*Mitigation:* Conduct independent research to stay up to date on current issues, opportunities, and leading practices to maintain knowledge in assigned sectors and also on related areas (e.g. life sciences, technology, etc.). Work collaboratively with partners and stakeholders to combine resources.

This position is required to plan for large trade shows with multiple delegates arriving at the same time.  
*Mitigation:* Work collaboratively with colleagues and other Senior Trade Officers to ensure coordination of all logistics. Remain flexible and adjust priorities as required to meet deadlines.

This position is required to be aware of and understand how to address complex politically sensitive issues, cultural differences, and social norms in different geographies.  
*Mitigation:* Remain conscious of cultural and political sensitivities and norms and consider these factors when collaborating with stakeholders and providing advice and guidance.

This position works in a constantly changing environment with various stakeholders who require tailored,

unique, and creative advice and guidance.

Mitigation: Develop and maintain relationships with a large network of stakeholders. Remain flexible and adjust approach based on stakeholder. Use previous experience and thoroughly understand stakeholder needs to provide appropriate advisory services.

Types of guidance available for problem solving:

The Senior Trade Officer is expected to function with a high degree of independence. Critical thinking skills are necessary, however the Director and Executive Director will provide broad direction and specific guidance on a regular basis. This position also works collaboratively with other Senior Trade Officers.

Direct or indirect impacts of decisions:

This position impacts the delivery of timely information and opportunities to support Alberta businesses and relationships throughout a respective geographical region. This also impacts the ability to generate increased value for the Alberta economy. This position impacts the flow of research and market intelligence to business and other government stakeholders.

## Key Relationships

Major stakeholders and purpose of interactions:

- Director and Executive Director: To receive guidance and support on complex issues or activities. To complete tasks on an as needed basis.
- Other Senior Trade Officers: To work collaboratively as needed on various requests.
- Alberta-based organizations, institutions, and associations: To provide advisory services given regional and cultural context.
- Premier, Minister, Assistant Deputy Minister, Government, Mission and Visits Planning Unit, economic development authorities: To support important inbound and outbound missions.
- Communications team: To align on messaging for trade missions.
- Global Affairs Canada and Export Development Canada: To align mandates and work in compliment with one another. Share input and leading practices to provide and gain added value.
- Public Stakeholders: To provide information related to respective region.
- Collaborate on the development and promotion of initiatives to enhance services to Alberta businesses. Provide specific advice and input into policy creation.
- Provide input and recommendations on programs. To share stakeholder feedback and any concerns that require attention.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Public Administration	

If other, specify:

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Job-specific experience, technical competencies, certification and/or training:

- Foreign language capabilities relevant to North Asia region is an asset. Must be able to travel internationally.
- Experience in international business, export development, and marketing with a focus on North Asia.
- Understanding of current international, economic, political, and social issues.
- Knowledge of key concepts in international trade policy and international economic relations.
- Knowledge of Alberta trade policy objectives and ability to align work activities with those objectives.
- Strong networking skills, ability to identify key relationships and convey critical information from varied sources.
- Excellent written and oral communications skills.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	This position must consider various implications and long-term goals of Alberta based companies, associations, and institutions prior to providing relevant information and opportunities.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	This position collects a breadth of data to maintains a strategic information network and database to collect updated market intelligence. Must use this data to assist companies in their international growth.
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> <li>• Identifies key stakeholder relationships</li> <li>• Has contact with range of interested parties</li> <li>• Actively incorporates needs of a broader group</li> <li>• Influences others through communication techniques</li> </ul>	This position is required to build networks to support and connect Alberta-based companies with opportunities to grow. Must maintain relationships with various parties and use influencing and communication skills to showcase Alberta's capabilities and strengths.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in</li> </ul>	This position is required to assist with various action requests, briefings, and other correspondence activities. Must also manage the coordination of delegations within a timely manner. Must

		stressful situations <ul style="list-style-type: none"><li>• Seeks advice and support to change appropriately</li><li>• Works creatively within guidelines</li></ul>	maintain flexibility to adjust priorities.
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**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.